



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEPUTY EXECUTIVE DIR FOR FIN ANALYSIS

Job Number: 20001771

Job Code: 94510V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 12/16/1989

Job Revised: 05/16/2008

Grade: 20 Salary (MIN - MID):

\$32,018-\$42,418 - Hourly

\$5,202.94-\$6,892.94 - 37.5 Hr. Monthly Salary

\$5,549.80-\$7,352.46 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as Deputy Executive Director of the Office of Financial Management; OR, serves as the Deputy Executive Director of the Governor's Office for Economic Analysis. Formulates and executes the analysis of financial markets, policy planning, organizational, management, and intergovernmental relations policies and processes of the Commonwealth and its Cabinets and Departments; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree or a master's degree in public administration, business administration, economics, finance, political science or a related field.

EXPERIENCE:

Must have five years of experience in financial and economic analysis, revenue estimating, public finance, debt management, budgeting and financial planning or accounting management with a financial institution, corporation, college, university and/or the state or federal government.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for the evaluation and analysis of recommendations prepared by the staff and the Secretaries of the various Cabinets in order to assist the Governor in making policy decisions related to the management and operations of state government. Responsible for directing the staff in the development and implementation of the state's debt management and investment cash management programs and maintaining the revenue forecasting model, making necessary adjustments to enable model to predict revenue levels of all segments of the economy and in all commodity fields, policy planning, management, and intergovernmental relations processes statutorily assigned to the Finance and Administration Cabinet and the Office of State Budget Director. Works on a day to day basis with the Secretaries, Commissioners, and Executive Directors of the various Cabinets, Departments and Authorities and assists them in the requirements and development of debt issuance, investment needs, good cash management practices and policy issues as it relates to their individual agencies. Supervises, directs and coordinates the staff in the conduct of in depth policy analyses, financial markets, economic analysis, revenue estimating, budget reviews and management studies of state agencies. Assists in the formulation of economic projections, of guidelines and policies for the development of policy planning activities of state agencies. Supervises the staff in coordinating the review of all legislation introduced in the General Assembly. Represents the Executive Director or State Budget Director before the General Assembly's various Committees. Represents the Secretary of the Cabinet in meetings and conferences with legislators, agencies, public interest groups, and the media. Serves as the Secretary of the Cabinet's and the State Budget Director's representative for all designated purposes. Directs the training of the staff in the techniques of policy analysis, economy and management review. Counsels the staff daily on the proper procedures and methods for making analytical reviews related to specific policy and management problems.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.